

CHECKLIST FOR UNIT IDT PAY

For use of this form, see AR 37-104-10; the proponent agency is USAFAC

1. PRN	2. ISN	3. TYPE OF DRILL	4. MONTH OF DRILL	5. DATE OF DRILL
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STEP	PROCESS
A	Obtain ballpoint pens for signing DRFs.
B	Obtain sufficient copies of blank DRFs.
C	Obtain data recorder and PDCs.
D	Adjust the first three rotary wheels on the left to show the unit PRN and the last three rotary wheels on the right to show the ISN. However, if the PRN contains an alpha character, the 6-digit ISN/PRN appearing on the UDC must be separated into 2 three-digit numbers; then the 2 three-digit number fields must be reversed to form the new 6 digit number and entered in the six-wheel rotary.
E	Adjust the first lever on the left of the seven adjustment levers to show the number of drills being reported (1 or 2).
F	Adjust the second and third levers to show the type of drill being reported.
G	Adjust the fourth and fifth levers to show the month (01 through 12).
H	Adjust the sixth and seventh levers to show the calendar day (01 through 31).
I	Insert the soldier's PDC face up in the upper left corner of the data recorder.
J	Insert the next prenumbered DRF face up in the data recorder, and ensure the lower corners are under the guides.
K	Move the handle of the data recorder from left to right and back to the left to its original position across the DRF and the soldier's PDC. <i>(DO NOT attempt to imprint the drill recording form more than once.)</i>
L	Remove the DRF and ensure that all data on the SCANNER COPY (Third copy) is clearly imprinted above the titles shown on the DRF.
M	Verify the number of drills, type of drill, calendar date, PRN, and ISN. If any data on the drill recording form is incorrect, void the drill recording form by drawing a bold line through the soldier's identification and performance data, and print "VOID" in large block letters across the PRN and ISN. Imprint a new drill recording form with the correct data.
N	Remove the soldier's PDC from the data recorder.
O	The soldier will sign the DRF in the presence of the individual who has been authorized by the commander to countersign.
P	The individual who has been authorized by the commander to countersign will sign the DRF.
Q	Reset the first lever to zero in order to unlock the data recorder handle and return the lever to show the number of drills being reported (1 or 2).
R	Go back to step I and complete steps I through Q for all soldiers present for drill that have a PDC, then proceed to step S.
S	Turn in all completed (valid and voided) DRFs.
T	Turn in all unused DRFs, data recorder, and ballpoint pens.